



Role: Food Receiving Assistant – Food Market

Type: Short / Long Term

Location: 1080 Montreal Ave (Saint Paul)

Your Impact & Benefits as a Volunteer

Join us as a Food Market volunteer and experience a place of meaningful connections and impactful moments. Here's what awaits you:

- Become part of a dedicated team at Neighborhood House, surrounded by passionate volunteers, social work interns, and caring staff.
- Make a direct and tangible difference in the lives of your Saint Paul neighbors, ensuring they receive the essential nourishment they deserve.
- Discover the profound satisfaction of knowing that your efforts have a direct, positive impact on people in need, providing them with vital support and sustenance.

Together, let's create a ripple of change and kindness in our community through your valuable contribution as a Food Market volunteer!

Role Summary

Calling all behind-the-scenes superheroes! If you prefer the action backstage and love working with a fantastic team, this role is tailor-made for you. Join our amazing crew of volunteers, staff, and interns as a Food Receiving Assistant! As a Food Receiving Assistant, you'll play a pivotal role in the magic of donation and delivery handling. Picture this:

- You'll be at the heart of the action, working behind the scenes to receive, sort, and organize the generous food donations and weekly deliveries from amazing partners like Second Harvest, Food Group, donors, and various grocery stores via our Food Rescue Drivers.
- Your contributions directly impact our ability to maintain a steady flow of high-quality, nutritious food for our community members.
- Together, we'll ensure that every visitor experiences a shopping journey filled with dignity and comfort, thanks to your dedication and hard work.

Join us in this essential role and be part of the force driving positive change in our community's food support system. Your 'behind-the-scenes' heroics will make a world of difference!

Key Responsibilities

Ready to be the powerhouse behind our food support system? Join us as a crucial player in ensuring our community receives top-notch food assistance! As a volunteer, you'll be at the forefront of our food handling operations, making a real impact:

- Flex your muscles as you assist in unloading substantial food deliveries from our incredible partners, sometimes up to a whopping 6,000 pounds per delivery. It's a team effort that truly makes a difference!

- Be the guardian of food quality! Help sort through generous donations, ensuring that only the freshest and safest items reach our shelves by identifying and removing items that don't meet our Food Safety requirements.
- Get hands-on with precision! Take charge of temperature readings, weight measurements, and logging of donations. You'll be following our established procedures to ensure every donation is accounted for with accuracy.
- Sustainability superhero alert! Help us keep our space clean and eco-friendly by managing trash and recycling, expertly breaking down boxes, and ensuring our dumpster stays orderly.

In this role, you're not just handling deliveries and sorting food—you're ensuring that our community receives the best possible support. Join us in this vital mission and be the driving force behind our commitment to delivering top-quality assistance to those who need it most!

Qualifications

Join our team and make a meaningful impact with your unique skills and heartwarming personality! Here are the qualities we value in our volunteers:

- **Warmth and friendliness** are your superpowers! Your welcoming nature and adaptability create a safe and comfortable environment for everyone.
- Be part of a supportive team that understands the **power of collaboration**. While we lift a minimum of 35 pounds and are on our feet for a couple of hours, we do it together, playing to each other's strengths to efficiently handle and distribute food deliveries.
- Your **dedication to supporting families in need** is the driving force behind your commitment. Your empathy and understanding towards the challenges they face is invaluable.
- **Speak multiple languages? You're a star!** While not mandatory, being bilingual or multilingual, especially in languages spoken in our diverse community such as Russian, Somali, Hmong, Spanish, and West African dialects like Amharic or Oromo, adds an extra sparkle to your role.

Your contribution, no matter the language or skillset, makes a huge difference in the lives of those we support. Come join us in creating a more inclusive and supportive community for everyone!

Time Commitment

- **Time Commitment:** Weekly
- **Shift Options:** Mondays 12p - 2p, Tuesdays 9-11:30a
- **Time Away:** Need to be away for a trip, or life commitment? Not to worry! We value the time our volunteers share with us, and our team understands those moments you need to be away. Simply share your time away needs with our team as you know them.

Training & Support Provided

- On-site training and ongoing support are provided by our Food Support and Volunteer Engagement teams
- Volunteers will be provided pre-service training, including Food Safety and Civil Right training focused on providing a safe and equitable food market experience for all.



Organization Overview

Neighborhood House believes that communities and neighborhoods thrive when families have the opportunity to build safe, stable, and rewarding lives. That is why, for over 125 years, Neighborhood House has been working alongside families to ensure that they have access to food and housing for their basic needs and education opportunities to help them achieve their dreams and goals. Today, we serve more than 15,000 people through our integrated programs in six St. Paul neighborhoods.

At Neighborhood House our Food Support Program includes two free food markets, fresh produce distribution events, and other food support related services and assistance. We work hard to provide healthy, culturally appropriate and nutritious foods for our community and believe that no one should ever experience food insecurity.

Diversity Statement

So you don't meet every requirement listed in this description? Do you think your experience level is not where it needs to be? Studies show that women and people of color are less likely to apply to roles unless they believe they meet every single qualification. Neighborhood House is focused on building a diverse, inclusive, and equitable team. If you're interested in this role but your experience doesn't line up perfectly with every qualification in the description, we want you to connect with us anyway. The right role for you may be right around the corner.



Interested in learning more about this role? Contact:

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